

APPROVED

October 7, 2003

Michigan State Administrative Board

Lansing, Michigan

September 16, 2003

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, September 16, 2003, at 11:00 a.m.

Present: Kelly Keenan, Chief Counsel, representing Jennifer M. Granholm, Governor, Chairperson
Dennis Fox, Conservation Policy, representing John Cherry, Lt. Governor
Susan Leffler, Assistant Attorney for Law, representing Mike Cox, Attorney General
Mary G. MacDowell, Director, Financial Services Bureau, representing Jay B. Rising, State Treasurer
Joe Pavona, Director of Administrative Services, representing Terri Lynn Land, Secretary of State
Myron Frierson, Deputy Director, Finance and Administration, representing Gloria Jeff, Director, Department of Transportation
Sherry Bond, Secretary

Absent: Thomas D. Watkins, Superintendent of Public Instruction

Others Present:

Sergio Paneque, Executive Office; Janet Rouse, Department of Management and Budget; Jean Ingersoll, Randy Knapp, Pam Lavender, Darby Schlagheck, Department of Transportation

1. CALL TO ORDER:

Mr. Keenan called the meeting to order and led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Mr. Pavona moved the minutes of the State Administrative Board for the regular meeting of September 2, 2003 be approved as distributed. Ms. Leffler supported the motion, and it was unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION
OF THE BOARD

None

4. COMMUNICATIONS:

None

5. UNFINISHED BUSINESS:

None

6. NEW BUSINESS:

Certified Retention and Disposal Schedule(s)

ALLEGAN COUNTY

Administration, 9/4/2003

Health Department, 8/12/2003

Ms. Leffler moved the State Administrative Board approve the Retention and Disposal Schedules. The motion was supported by Mr. Pavona and unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:

(Please see the following pages)

There was no Finance and Claims Committee Report.

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There was no Building Committee Report.

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Mr. Pavona presented the Transportation and Natural Resources Committee Report for the meeting of September 10, 2003. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Pavona moved that the Transportation and Natural Resources Committee Report covering the meeting held September 10, 2003, with the additional withdrawal of Items 13, 65, 66, and 77 of the regular agenda at the State Administrative Board meeting of September 16, 2003 be approved and adopted. The motion was supported by Ms. Leffler and unanimously approved.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Mr. Keenan adjourned the meeting.

SECRETARY

CHAIRPERSON